



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 706.1

Job Title: **DENTAL ASSISTANT**

Pay Grade: 9

GENERAL SUMMARY:

Provides basic assistance to the dentist and performs routine clerical work in a dental clinic.

RESPONSIBILITIES:

- Assists dentist and/or dental hygienist with patient preparation and chairside treatment. May perform follow-up actions as directed by dentist.
- Sterilizes and maintains instruments and equipment.
- Takes, develops and mounts x-rays.
- Performs routine clerical duties, including answering phones, scheduling appointments, filing, ordering supplies and equipment.
- Assists in maintaining overall cleanliness of dental clinic.
- Performs other activities as directed by dentist.
- Provides preventive dental education and postoperative care to patients.
- May be required to work at more than one clinic location.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED certificate.

CERTIFICATION:

Must be a Certified Dental Assistant (CDA) or have successfully completed the Dental Assisting National Boards (DANB) examination.

Must have (or obtain within six months of employment) a valid Radiology Certificate from the Texas State Board of Dental Examiners (TSBDE), or a Radiology Certificate from another state recognized by the TSBDE.

EXPERIENCE:

Six months of related experience in a dental clinic are required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Dental Assistant

Effective: October 1990

Revised: April 2002